

[Your Name]  
[Your Title/Position]  
[Property Management Company Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Resident's Name]  
[Resident's Address]  
[City, State, Zip Code]

Dear [Resident's Name],

RE: Notice of Eviction

This letter serves as formal notice of eviction from the premises located at [Rental Property Address], effective [Date].

Despite previous communications regarding your lease obligations, the following issues remain unresolved:

- [List specific reasons for eviction, e.g., non-payment of rent, violation of lease terms, etc.]

Please be advised that you are required to vacate the premises by [Vacate Date] and return all keys. Failure to do so may result in legal action.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]  
[Property Management Company Name]